



**U. S. Mission, Uganda**

## **VACANCY ANNOUNCEMENT**

**Number: 038/2013**

**Date: 03/27/2013**

OPEN TO: All Qualified Candidates  
POSITION: Passport and Citizenship Assistant; FP- 7; FSN-7  
OPENING DATE: March 28, 2013  
CLOSING DATE: April 10, 2013  
WORK HOURS: Full-time; 40 hours/week

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

**The American Embassy is seeking an individual for the position of Passport and Citizenship Assistant.**

### **BASIC FUNCTION OF POSITION**

Incumbent is the initial point of contact for all U.S. citizens seeking American Citizen Services from the U.S. Embassy. Prepares passport, report of birth, and other cases for Consular Officer. Supports Consular Officer in providing Special Citizen Services in emergency cases. Provides excellent customer service to all clients. Maintains a thorough understanding of complex citizenship and nationality law and consular regulations and procedures. Uses excellent communication skills to explain laws and procedures to the public, both orally and in writing.

A copy of the complete position description listing all duties and responsibilities is available on [http://kampala.usembassy.gov/job\\_opportunities.html](http://kampala.usembassy.gov/job_opportunities.html)

## **QUALIFICATIONS REQUIRED**

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

**1. Education required:** Completion of secondary school (both O' and A' levels) is required. Completion of a diploma in social sciences, public administration and management, secretarial, development studies, law, education, human resources management, project planning, languages or business administration is required.

**2. Work Experience required:** Three years progressively responsible experience in an office and/or public service environment is required.

**3. Language required:** Level IV (fluent) English ability (written, spoken and reading) and Level III (good working ability) to translate any two of the following local languages- Luganda, Lusoga, Lugisu, Iteso, Alur, Runyankole, Lunyoro, Lukyiga, Luo, Langi and Swahili is also required.

**4. Knowledge required:** Good knowledge of operating procedures in a professional and busy working environment, and familiarity with local laws and practices pertinent to the work performed is required.

**5. Skills and Abilities required:** Skill in personal computing and word processing is required, as well as skill with database management and internet resources. Ability to work under continuous pressure, deal with the public in a tactful and sensitive manner, write clear and concise correspondence, and use local resources to research legislation and policy is required.

## **SELECTION PROCESS**

When equally qualified, US Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

## **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and visa status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their appointment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

## **HOW TO APPLY**

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174).
2. A current resume or curriculum vitae.
3. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
4. Any other documentation (e.g. essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

## **SUBMIT APPLICATION TO**

**Human Resources Office**

**By email at [KampalaHR@state.gov](mailto:KampalaHR@state.gov).**

**ONLY ELECTRONIC SUBMISSIONS WILL BE ACCEPTED AND ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.**

**Clearly indicate the position applied for in the subject area of the email submission.**

**Please use standard file types such as Microsoft Word (.doc) and Adobe Acrobat (.pdf) and please send all documents in one file attachment.**

Telephone: 0414-259-791/5

## **DEFINITIONS**



1. **Eligible Family Member (EFM):** An individual related to a US Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **US Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
  1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
  2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

4. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. **Ordinarily Resident (OR)** – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).

CLOSING DATE FOR THIS POSITION: April 10, 2013

*The US Mission in Kampala provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.*

*The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.*

Consular Officer: Christa Perozo  
HRO: John Klimowski

